

## **ITAC Court Core Data Transfer Project Meeting Notes**

**August 16, 2004**

These notes follow a more structured Status Report posted earlier on the ITAC Virtual Office.

The meeting started with a quick review of the work assignments and a description of documents either passed out or placed on the Virtual Office. They included the ITAC Legislative Final Report, which addressed the proposed role of a District of Columbia Central Repository, and the Maryland District Court Commissioner's Manual, which reflects the work Maryland did to standardize their charge language and implement a state-wide standard charge code for reporting and interagency records.

The review (our "show and tell") of the work products was initiated by the courts. They first started with answers to the archive questions:

- Will all court data be converted
- Can / how would "old" data be updated
- Should each agency have a copy of converted data
- How would the court archive be structured / accessed

It appears that, if the criminal data follows the course set by the earlier work with juvenile and civil data, no data will be "archived", inasmuch as all data will be converted. This data goes back to 1978. A chart to show the responses for all agencies to their archive question will be attempted.

The court then discussed the data they currently share. This can be found as "[T.1 DCSC CIS Record Descriptions](#)" on the Virtual Office. The courts described their interaction with other agencies, in particular the lock-up lists processing. There was general discussion of this process and what/how this may be handled in the future.

Following this presentation, several agencies presented their work products. These included:

- 1) Please identify any archive files maintained by the agency which contains / duplicates "old" court data.
- 2) Please identify, by year, the data the agency would require the courts convert and make available to the agency for each type of charge listed below. Also include whether the data would represent only convictions or all cases. Please expand the "charge type" as necessary.

Types:

DC misdemeanors  
Traffic

US misdemeanors  
Felonies  
SP / Fugitive

- 3) Please include DC Tracking Number in the data identified to be made available by the courts.
- 4) Please provide for input and maintenance of the DC Tracking Number in the agency data base.
- 5) Please provide for the DC Tracking Number to be passed to the courts as agency input as both data and document transfer.
- 6) Please list the agency business processes which require court data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as “**T.1 USAO Court Process Chart**” )
- 7) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as “**T.1 CIS Data Field Definition Chart**”)
- 8) Please include, as additional columns or in the comments as appropriate:
  - the best delivery method – for example “push as data”, “electronic transfer of document”, paper document, etc.
  - the best timing of the delivery.
- 9) Please make a “wish list” using the chart identified above, of data which the agency currently does not receive from the courts (and/or such court data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
- 10) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. Copies for work group.

The agencies which presented their work produces were:

**Pretrial Serves Agency**  
**Court Services and Offender supervision Agency**  
**United State's Attorney Office**  
**Public Defender Services**  
**Metropolitan Police Department**  
**Department of corrections**

(One agency, the Office of the Attorney General, due to personnel changes, is expected to turn in their work during the week)

Each of these work products was superb. Each provoked questions and discussions which clarified both the data requirements for the new court system and the relationship between the agencies. The work so exceeded the expectations, it cut an entire week from the schedule.

All work products are requested to be turned in as electronic copies. As they are sent in, they will be posted on the Virtual Office. At this time the courts and the United State's Attorney Office have turned in their work and it has been posted with a date of 08/16/04.

**You are very welcome to post your work yourself. If you should do so, please do me two favors: 1) please include your agency acronym and the date of 08/16/04 in the title. (Remember the prefix T.1), and 2) send me a note that you've posted something.**

The discussions of these work products created an opportunity to jump ahead on the schedule and define new work products for next week's work session. They include:

(**Note** – please bring a minimum of two copies of all work products; one for your use and one to be turned in to the work session moderator for Working Group records. Some work products, identified by “copies for work group” should be provided to all participants. It appears that 25 copies will be normally sufficient.)

## **ASSIGNMENTS:**

### **Agencies:**

- 1) Please review your list(s) of data items in light of the discussions from the 08/16/04 work session and submit a consolidated list of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a “wish list” item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s).

The suggested format for this submission can be found on the Virtual Office as “T.1 Consolidated Data Worksheet 08/16/04”. A copy, with a short set of directions, was sent as an email on 08/16/04, titled “Please Use”. (If you cannot find that particular email, please tell and I'll send it again.)

### **Courts:**

- 2) The courts will do the same, but in “reverse”, that is, their list will reflect court data requirements from agencies. Copies for work group.

## **JUSTIS Staff**

Provide a copy of the study completed by the ITAC Tracking number report...

- 1) Provide a copy of a portion of the charge code table developed in a neighboring state.
- 2) Provide a copy of the data listing for the hourly, automated “push” of the JUSTIS Arrest Core Data Transfer function currently available on JUSTIS.

- 3) Re-send directions for the access and registration for the ITAC Virtual Office to all members of the Working Group.

The next CCDT working Group session will be August 23. The location will be sent to you as soon as I receive a couple emails. The meeting will start at 10:00 and end promptly by noon.